GUIDELINES FOR POLICIES

POLICY

The purpose of this policy is to ensure Sherman College of Chiropractic's policies and procedures uphold the mission of the college and are legally sound. Policies must meet certain criteria which include being current, meeting fiduciary standards and ensuring ethical conduct in all college operations. This policy will also ensure policies and procedures are developed, approved, implemented, and maintained in a consistent manner with expectations of the college stakeholders and uphold the college's values and beliefs. Sherman College makes policies and procedures widely available to employees and students to enhance compliance and for the advancement of the college's mission.

Definitions

Administrative policy—non-academic and non-faculty policies governing the operations of the college as published.

Academic policy—policies that directly affect the educational process and the academic programs of the college as published in the college catalog and on the college website.

Faculty policy—policies that affect basic academic personnel matters - principally faculty status, rights and responsibilities, rank, retention, evaluation, and faculty development.

Issuing authority—the college authority responsible for final approval of a college policy is the administrative council or the president.

Responsible office—the office of academic affairs acts as the official guardian of all college policies and, as such, is authorized to make minor policy revisions of a **non-substantive** nature without prior committee approval. The responsible office will issue policy numbers for new policies and update table of contents accordingly.

Procedures/Guidelines

I. Policy Development/Revision and Approval Process

A. Administrative/College-wide policies

College-wide committees are designed to address items beyond the curriculum and/or faculty-specific issues and include a broader representation of constituencies from across the campus. Proposed changes to policy approved by these committees are submitted directly to the administrative council or president, who may choose to accept or reject the recommendation, return it to the committee with proposed changes, or refer it to another committee which includes the faculty senate. The policy will be posted and disseminated to the appropriate college constituencies after approval by the administrative council or the president.

The following is a list of departments who are governed by administrative/college wide policies:

- Admissions
- Business and Finance
- Human Resources
- Institutional Advancement
- Continuing Education
- Financial Aid
- Health Center (administrative aspects)
- Student Affairs

B. Academic and faculty policies

The committee structure at Sherman College is designed to encourage participation by students, faculty and staff in the decision-making process. Students and faculty are represented on the majority of standing committees at the college. Faculty committees are designed to offer faculty more direct involvement in decisions that impact the curriculum and faculty-specific issues. These committees generally have greater faculty membership and must present all recommended changes to policy to the faculty senate for review and vote. Following a vote by the faculty, any proposed changes to policy are submitted directly to the administrative council or president, who may choose to accept or reject the recommendation or refer it to another committee. The policy will be posted and disseminated to the appropriate college constituencies after approval by the administrative council or the president.

The following is a list of departments who are governed by academic policies:

- Academics
- Faculty
- Health Center (academic aspects)
- Research

II. Review cycles

The Responsible Office is responsible for keeping policies current. Department heads and administrators are responsible for the performance of annual reviews to ensure the policy complies with and reflects current laws, regulations, accreditation standards, and higher education best practices. No less than every three years, the compliance officer is to recommend to the appropriate administrator whether a policy should be reaffirmed without revision, amended or repealed as provided in this policy. If the administrator concurs with a recommendation to reaffirm the policy, the reaffirmation date is to be noted on the policy. Depending on requested changes by applicable internal governing

bodies, accreditation agencies, or as required by changes to governmental policy or legislation, review periods may be shortened.

Non-substantive changes to correct grammatical, typographical and formatting errors and outdated position/document/policy titles and changes to federal regulations are completed as soon as possible and do not need approval. Such changes are made to ensure compliance, consistency and accuracy in language and nomenclature across all college documents.

III. Development and approval of department policies

A department of the college may develop additional policies and procedures that pertain only to the affairs of the concerned department. Such policies do not substitute for, and must not be in conflict with, established college policies and procedures. The area supervisor will communicate such policies to the appropriate administrator.

IV. Interim policies

The President may put an interim policy into place in situations where a college policy must be established in a time period too short to permit the completion of the process delineated in this policy. An interim policy may not be in effect for a period exceeding 180 days.

V. Emergency procedures

If any provision of Sherman College policies are in conflict with a national, state, or local law or is otherwise illegal, invalid or unenforceable to any extent, the remainder of the policy and the application of the provision in question to persons or circumstances other than those to which the provision is improper, shall not be affected. In addition, the president shall act to bring the college into compliance with such law or invalidity, and the Sherman College policy will be amended as soon as possible.

VI. Related procedures and guidelines

Policies may be supplemented by procedures or guidelines that describe policy implementation practices, subject to the approval of the President or an authorized designee. These supplemental procedures may be referenced in, and/or linked from, the relevant policy, as appropriate.

VII. Reservation of rights

Nothing in this policy limits or circumscribes in any way the power and authority of the administrative council or the president to issue, amend, or revoke college-wide policies or department policies at any time